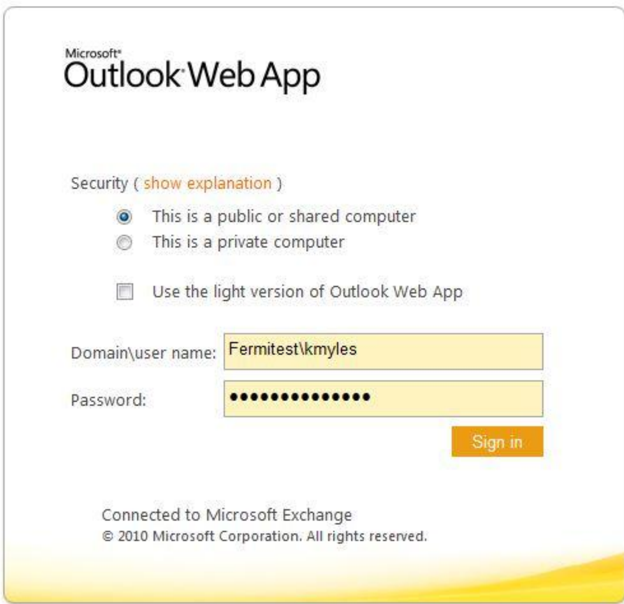
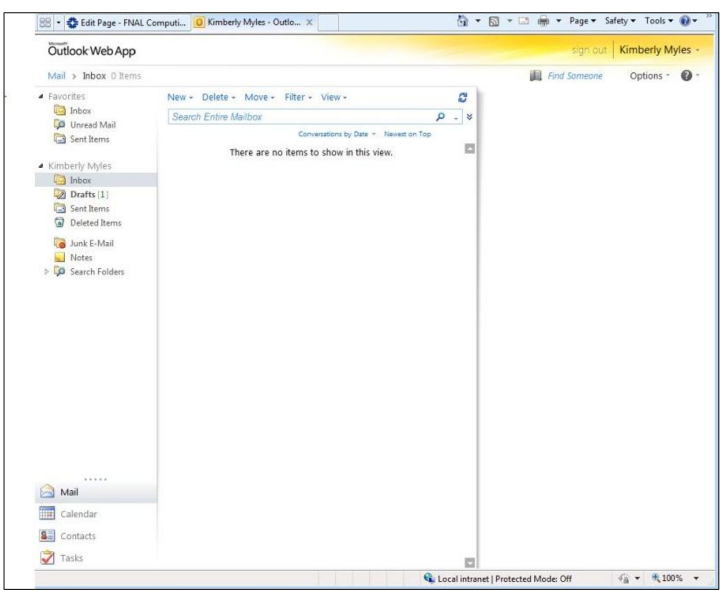
Accessing Webmail

Webmail or “Outlook Web Access” mail is your desktop Outlook 2010 mail client in a web-accessible format. If you have an internet connection, you can use any browser to connect to Webmail.

1. To login to Webmail: https://email.fnal.gov/owa
2. Enter the username and password you normally use to access a desktop version of Outlook 2010.



3. After login, your Inbox will be displayed.

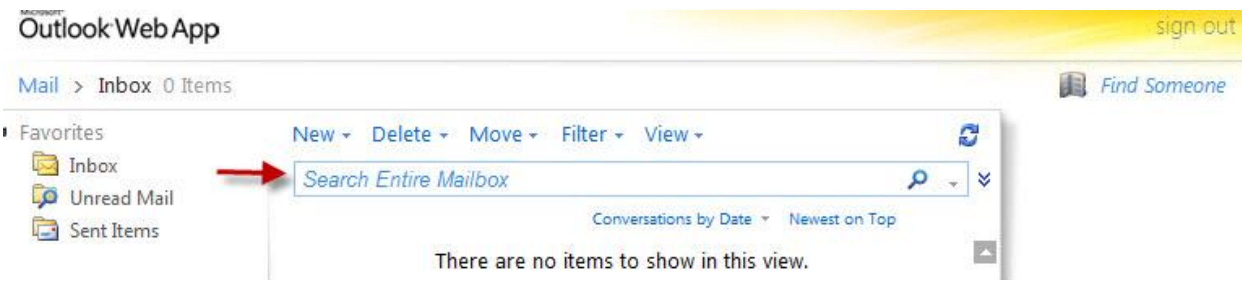


Webmail Basics

Navigate Webmail the same way you would your Outlook 2010 desktop mail client:

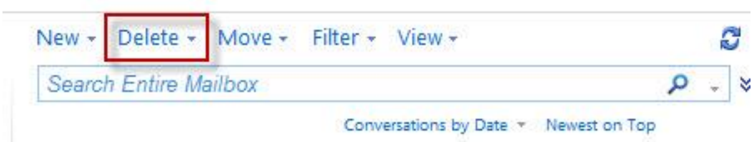
Search

Perform a search of your entire mailbox by entering criteria in the “Search Entire Mailbox” search box near the top menu.



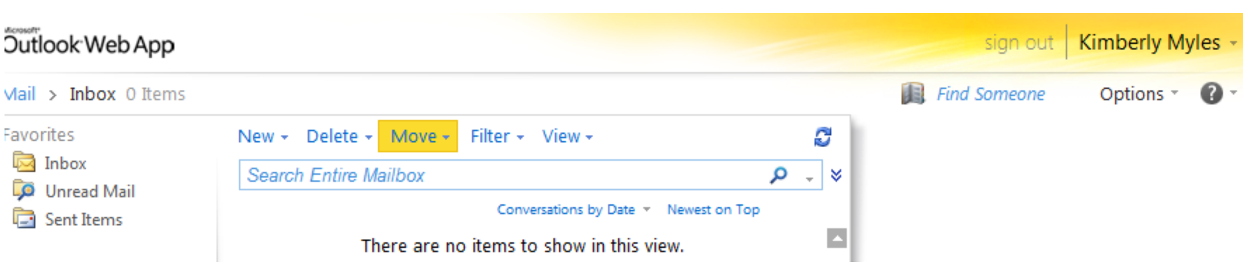
Delete

Delete mail by highlighting the mail you want to delete and clicking the “Delete” link from the top menu.

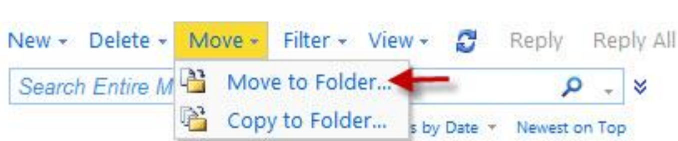


Move Mail

Move mail or copy it to a folder by clicking the “Move” link from the top menu.

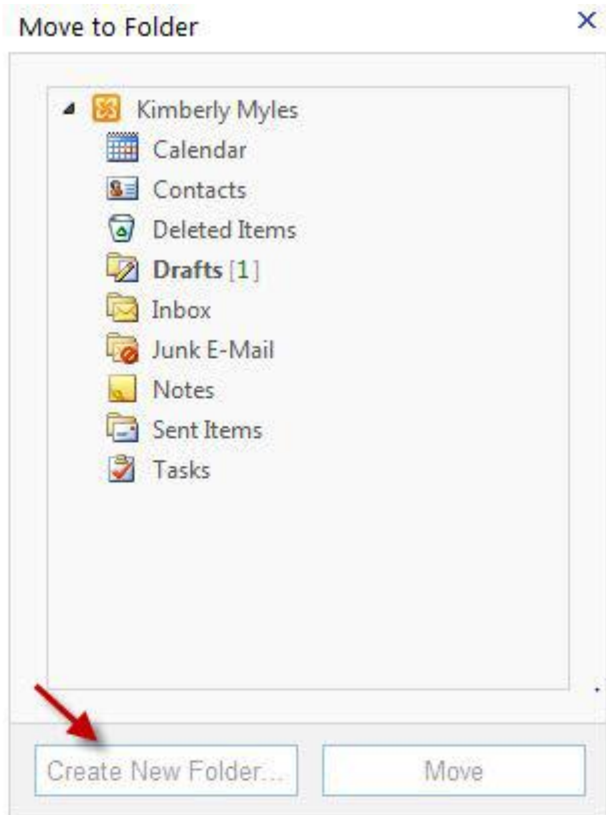


After you click “move”, a dropdown menu appears with links to “Copy to Folder” or “Move to Folder”.



After you choose to move mail (or copy it to a new folder), a window appears with folders you can choose to move mail to.

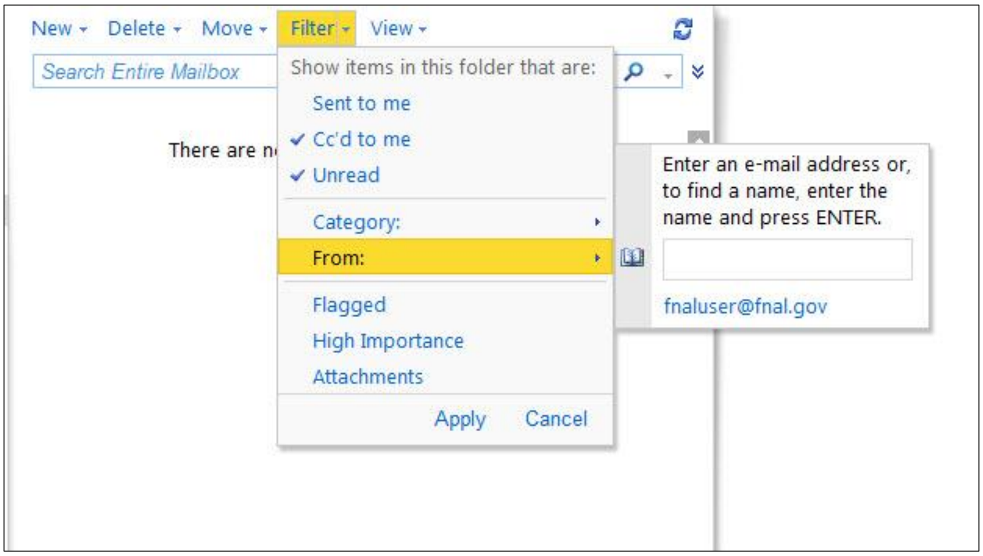
If you want to save mail to a new folder instead of selecting an existing folder, click the "Create new Folder" button.



Filter Mail

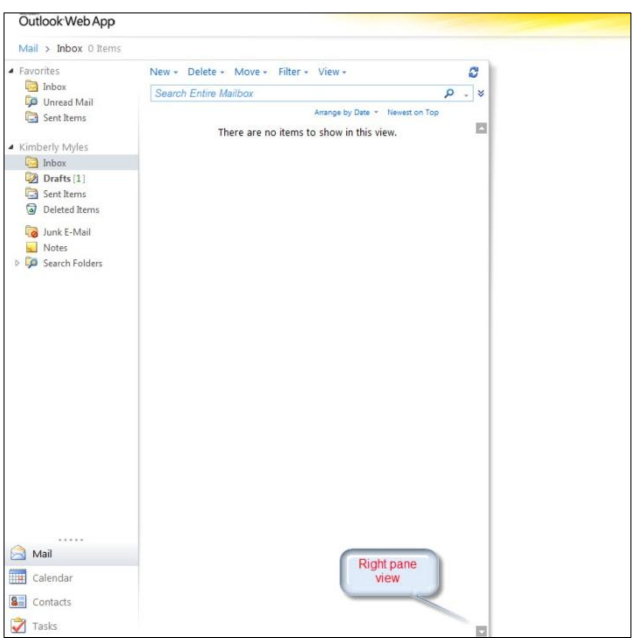
You can filter your mail using a variety of criteria:

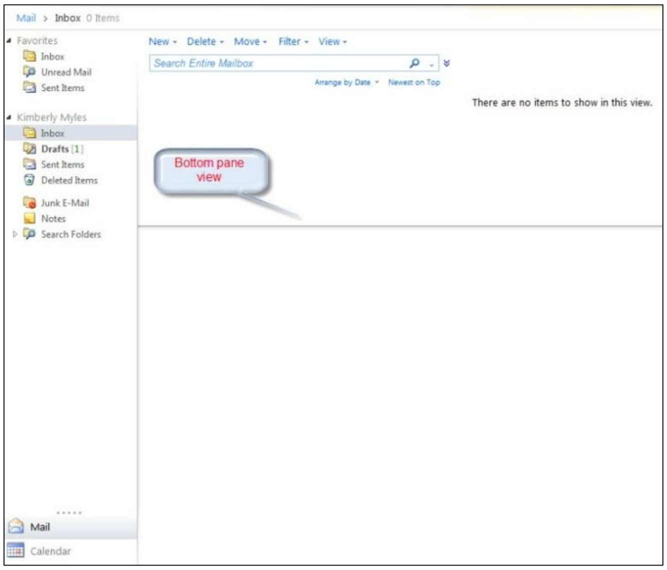
1. From the top menu, click "Filter".
2. In the dropdown menu that appears, select the criteria you want to filter your mail by i.e. unread, cc'd to me etc. You can filter mail by single or multiple criteria. To filter mail by sender, select "From" and enter the email address for the sender you want to filter mail by.

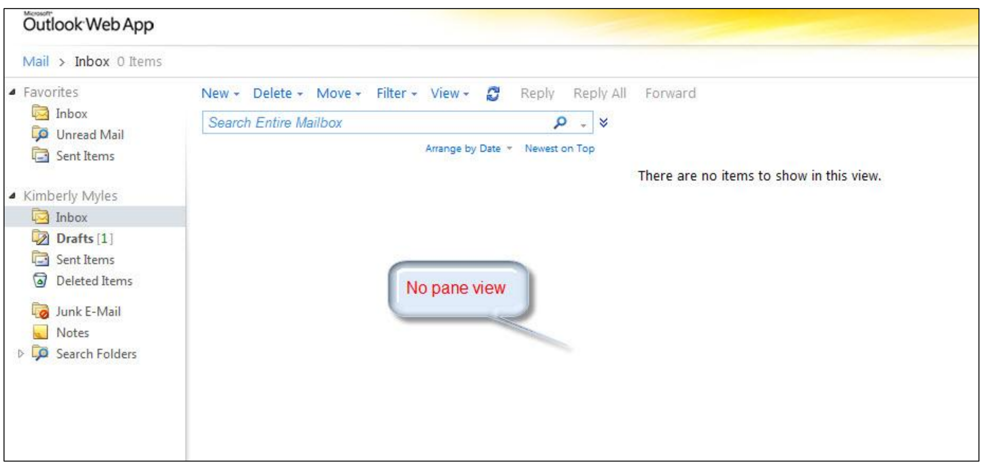


View

Change the location of the reading pane by clicking the "View" link. You can move the reading pane to the bottom, the right, or turn it off.

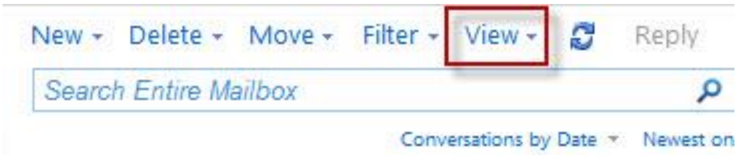




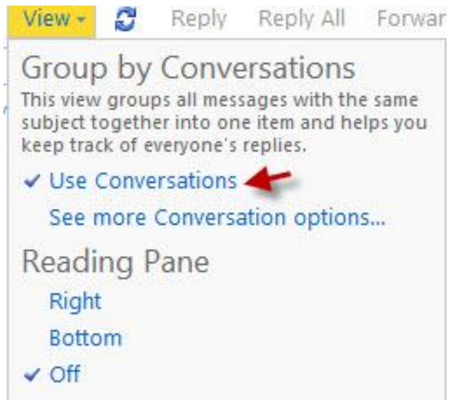


You can enable the “Conversation view”, which groups all emails in a thread under a single heading.

To enable Conversation view, select the “View” link from the top menu.

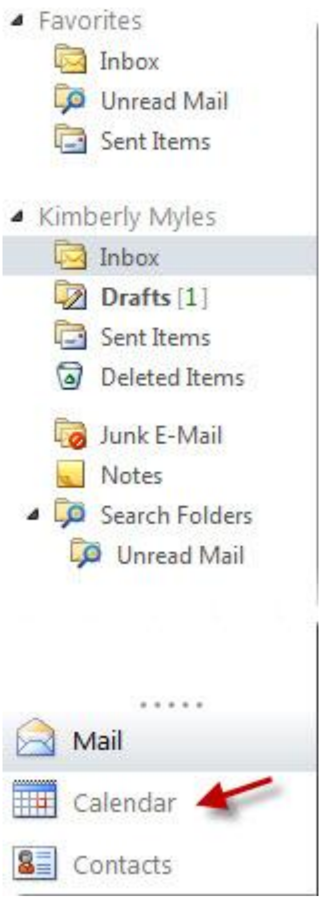


In the drop down menu that appears, select “Use Conversations”.



Calendar

To access your calendar, click “Calendar” from the left menu (under the “Mail” link).



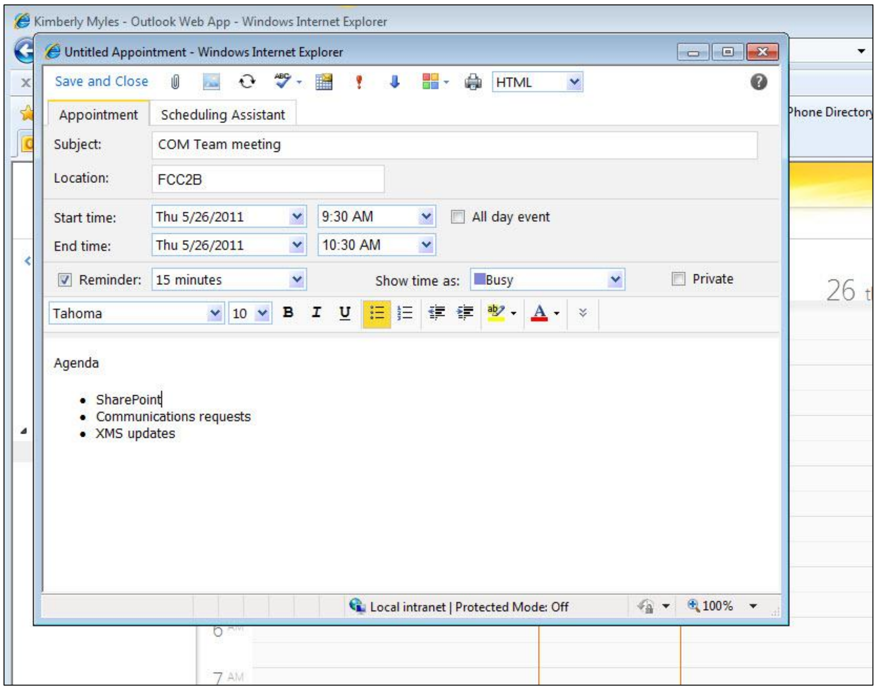
You can view your calendar by day, week or month and change the reading pane to “right” or “off”.

The “Go to Today” link from the top menu will highlight “today” from any calendar view (i.e. daily, weekly, monthly)

Schedule a meeting

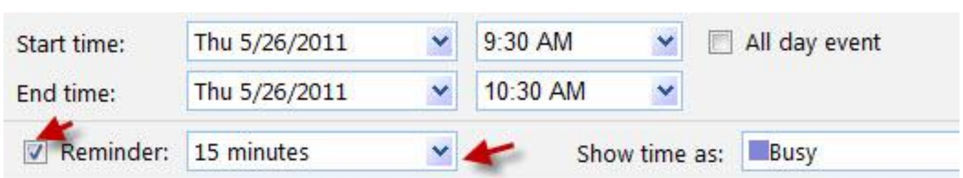
Click the “New” link from the top menu to schedule a meeting.

An “Untitled Appointment” window appears.

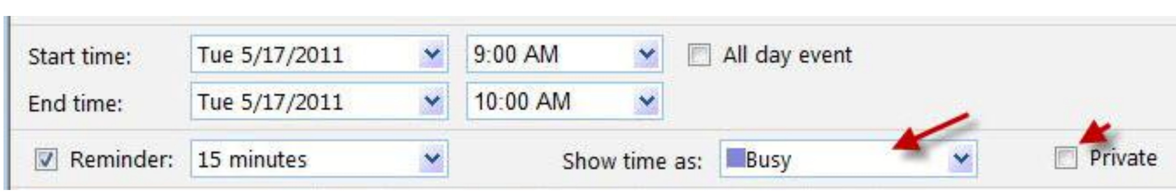


From this window, you can enter the details necessary to schedule your meeting including:

- **Start** and **end time**
- **Location**
- **Subject**
- **Reminder**- set a reminder by enabling the “reminder” box and setting the time from the dropdown menu (i.e. 15 minutes, two days).



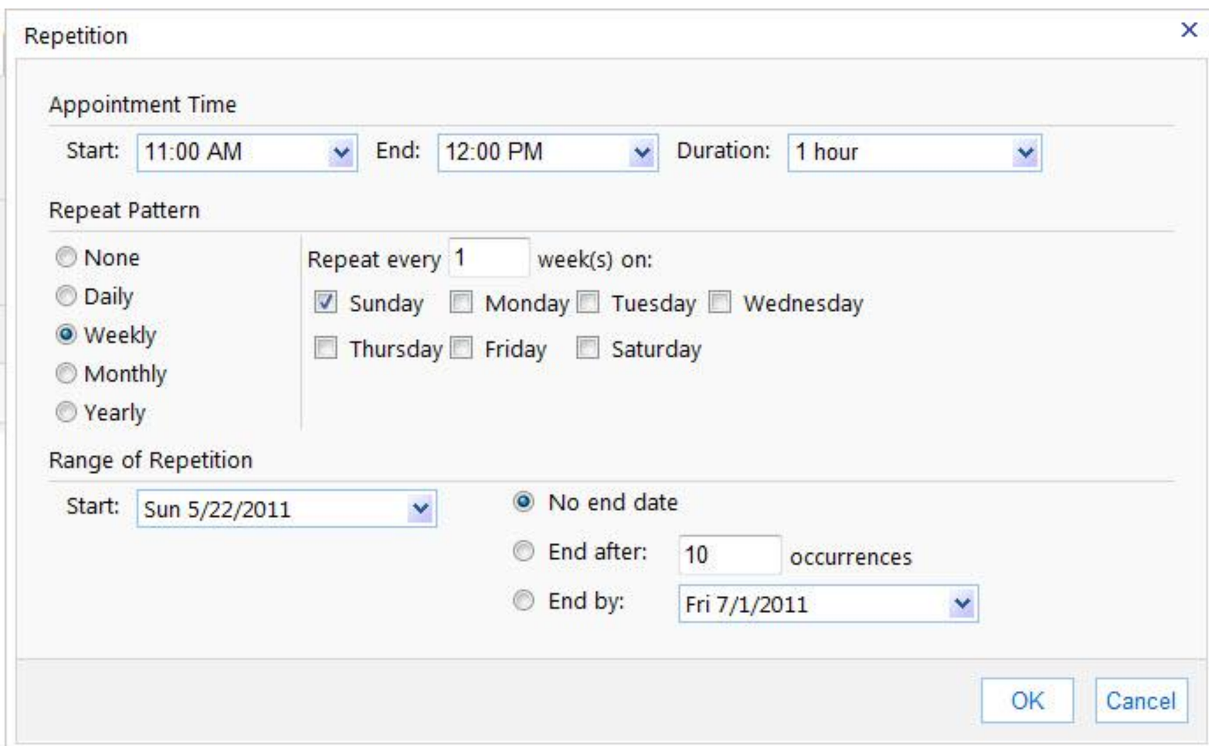
- **Classify your time**- in the “show time as:” field, you can select options classifying this time as “busy”, “tentative”, “free” and “away”. You can also hide this meeting from your schedule by enabling the “Private” box.



- **Attachments**- from the top menu, select the icon to add an attachment, file or photo to your meeting message.

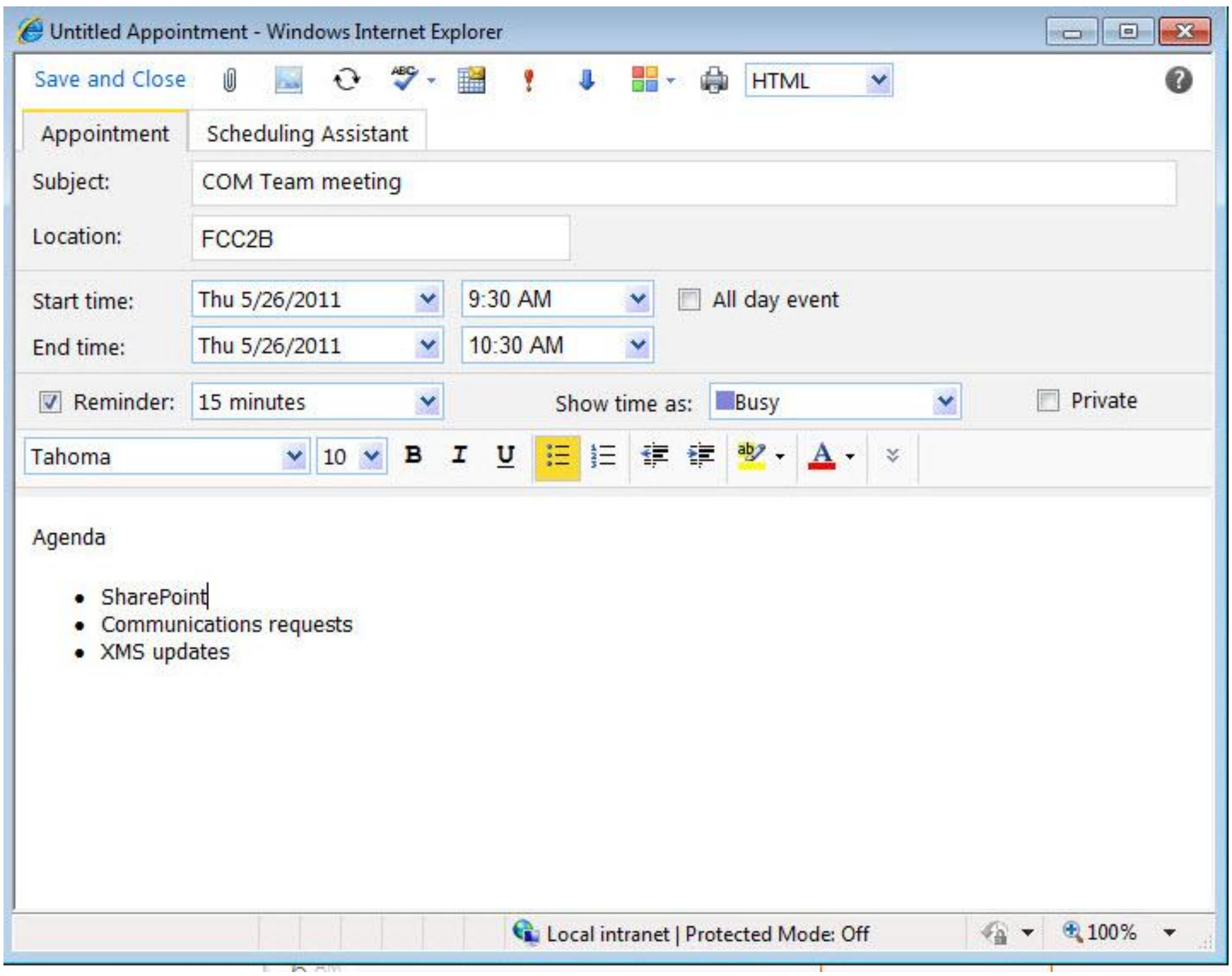
- **Meeting re-occurrence**-select the reoccurrence icon to choose meeting repetition criteria.

From the "Repetition" window that appears, choose from criteria including frequency, end date, and duration.



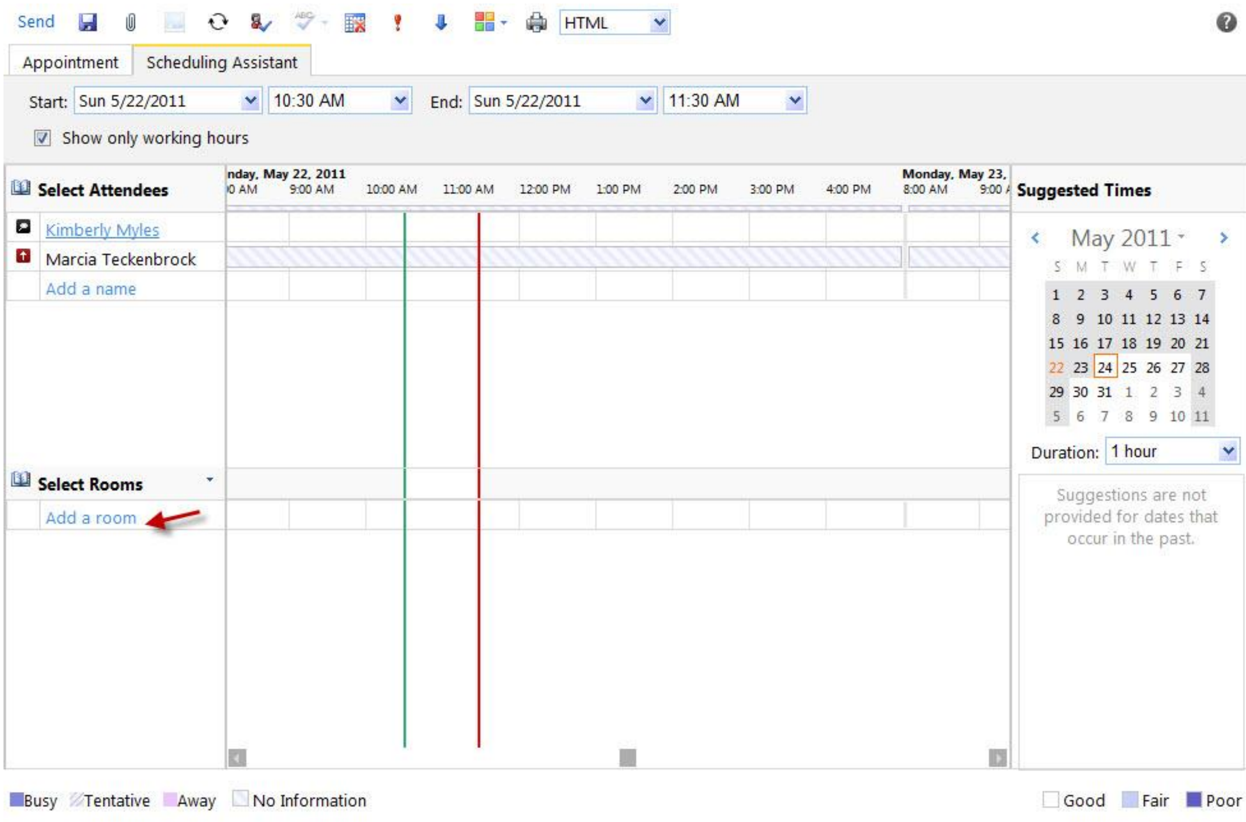
- **Invite meeting attendees**- select the invite icon from the top menu to invite participants.

The “Untitled Appointment” window opens.

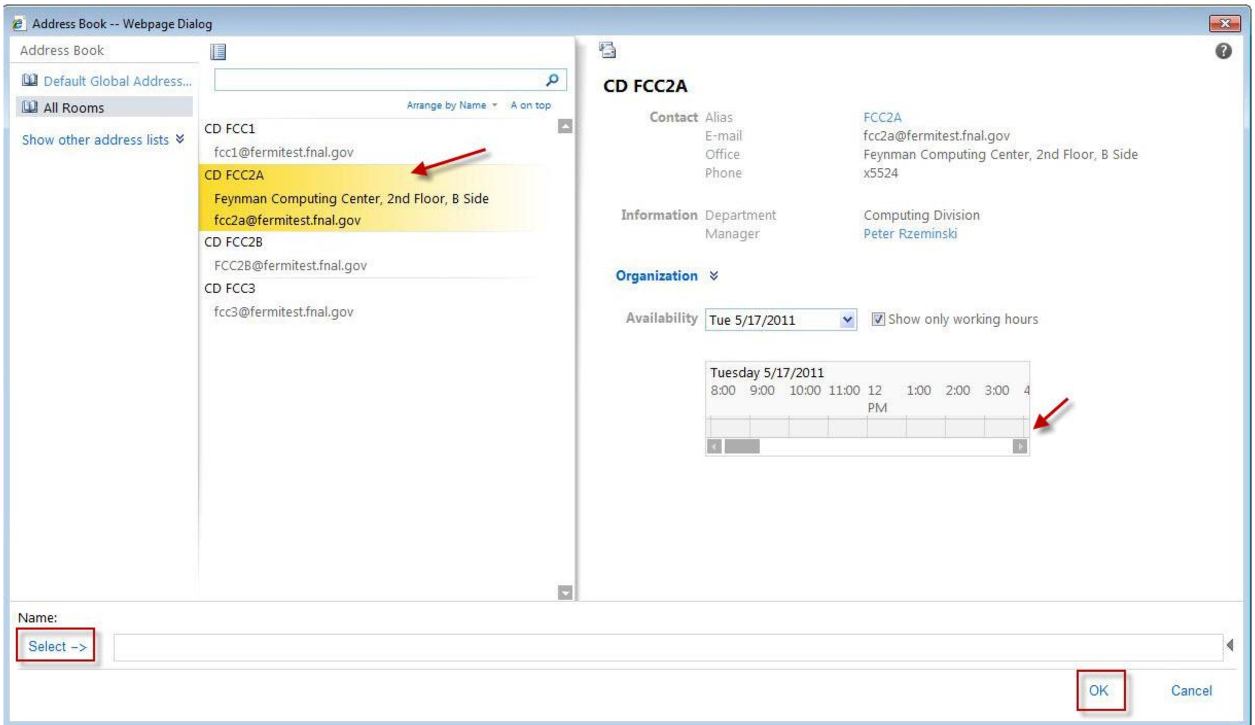


Request a meeting room by selecting the “Scheduling Assistant” tab

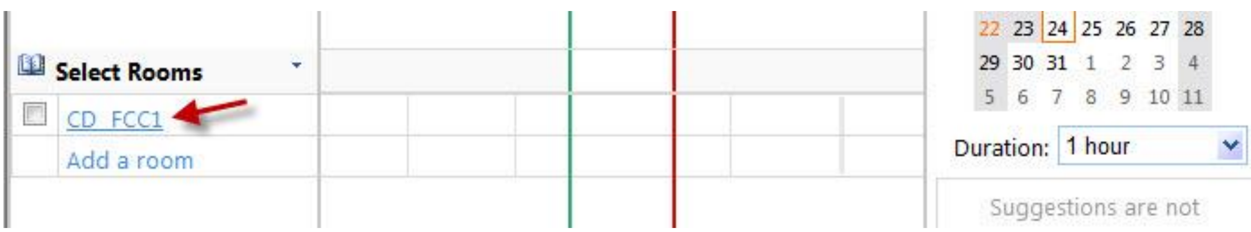
From the “Scheduling Assistant” window that appears, click the “Add a room” link.



An “Address Book” window appears. Click on the room you want to schedule. When you hover over a meeting option, room availability will display in the Organization area. Click “Select” and then “OK” to request this room and add it to your meeting request email.



The Select Rooms area of the Scheduling Assistant tab will populate.



Click “Send,” to send this invite email to participants.